



**AGENDA OF OUR LAKE LINKS and
BIKE TRAIL TASK FORCE**

**CITY OF BIRCHWOOD VILLAGE
WASHINGTON COUNTY, MN**

July 17th, 2025 @ 6:45 P.M.

AGENDA

1. Review/approve minutes from June 5, 2025 meeting.
2. Review meeting norms
3. Updates on grant requirements
4. Follow up on:
 1. council/community questions and suggestions
 2. parks committee suggestions/requests
5. Review items to ensure they meet grant money rules and regulations
6. Prioritize wish list items to present to council
7. Update item pricing spreadsheet
8. Create final to-do list to ensure required items are ready to present at Aug. 5, 2025 city council meeting

ADJOURN

* Denotes items that have supporting documentation provided

Minutes of the Lake Links Bike Trail Task Force

Birchwood Village, Minnesota

June 5, 2025

Task Force Attendees present: Jessy Granec, Mike Werner, Jane Wernet, Bryan McGinnis, Mary Cahill, Karen Freeberg, and Bridget Sperl

Call to Order/Welcome: Jessy Granec

Public Forum: No members of the public were present

Approve Agenda: Motion/Second/Pass. Approved minutes for the May 8, 2025 meeting with an amendment under "D" as there was no quote received.

Regular Agenda: as officially posted. Additional Documents included:

1. Email from Zachary Michalk from the Birchwood Village Parks and Natural Resources Committee regarding recommendations for bench and picnic table placement, exercise equipment stations, and bike repair station along the Lake Links Trail. Date of email 5/20/2025.
2. Memo from Marcus Johnson regarding street markings, mirror and sign placement, and bench placement distances from the travel lanes. The memo is not dated.

3. Copy of email communications between Mary Cahill and Nicole Clapp, Grant Manager, CD/MTS Finance and Administration (administers Lake Links Funds) and Erin Acton, grant manager, regarding clarification of eligible purchases/expenses using Lake Links funds. The dates of the emails spanned from 3/16/25-5/22/2025.
 - a. Permanent infrastructure is an eligible expense (benches, electronic speed signs, etc); equipment that is not permanently installed is not eligible for Lake Links funding. Pothole repair is not an eligible expense as it is considered a maintenance expense. However, if there is a contract for the entire improvement project as a whole and the pothole repair was a component of the project, then it would be eligible for reimbursement.
 - b. Resolution-MMB (Minnesota Management and Budget-the entity that will approve the release of Lake Links grant funds) will be looking to see that the governing body of Birchwood Village acknowledges, approves and accepts the Lake Links project and that they are committed to completing it even if the costs exceed what is available through the Lake Links grant.
 - c. Lake Links grant funding cannot be utilized to purchase equipment that is non-permanent. A brush cutter is not an eligible expense. Staff time is not an eligible expense.
 - d. Lake Links expects that the city will maintain and repair any needed items purchased with Lake Links funds for the duration of "useful life". Standard "useful life" of a trail is 10 years. Birchwood Village would be obligated to maintain the investment of items obtained through the grant for its useful life.
 - e. Personnel/staff time is not an eligible expense for Lake Links

- f. The legal description for the recorded declaration is the parcels involved in the project area. If work is to be done where Birchwood does not have ownership or easement over, then it is possible to request a waiver of this requirement from MMB.
- g. MMB required documents are considered the application; there is not a separate application process. These documents include:
 - i. Completed source and use of funds form
 - ii. Completed project completion schedule-the project description is "Predesign, design, construct, furnish and equip a Lake Links Trail segment extending through the city of Birchwood Village and connecting the Lakes Link Trail segments in adjacent communities to complete a loop around White Bear Lake"
 - iii. Excerpt from Birchwood Village's budget or CIP showing the project in the budget
 - iv. Resolution from the Birchwood Village City Council showing approval of the project/budget
 - v. Recorded declaration (not required until prior to the first reimbursement request)

Discussion:

1. Restriping Hall Avenue-we are not clear if this is recommended. Jessy can get Ben's input and Mary will then ask the administrator if this would be a recommendation (for safety) and only on Hall to Cedar Ave. Need info from city on pricing for striping Hall to Cedar.
2. Discussed having cost of sign install on existing signs included in grant proposal and predesign cost (Markus) should be included in proposal.
3. Discussed the email from Zachary Michalk.

- a. Benches are being requested at
 - i. One bench at Tighe-Schmitz Park across the street from Kay Beach (committee agrees but may want two benches in Tighe-Schmitz Park)
 - ii. Two benches in Wildwood Park (committee agrees)
 - iii. one bench at the corner for County Line Road and Birchwood Lane (committee would want input from Marcus Johnson on safety with placing a bench in this location and it is unclear if this is Birchwood Property)
- b. Two picnic tables at the Pavilion at Tighe-Schmitz Park-Mary will seek clarification on if Picnic Tables are an eligible expense
- c. Bike Repair Station- the committee is unsure of where the optimal location for a bike repair station would be located, possibly at Wildwood Park or Birch Beach. A more defined cost estimate is needed. Jessy had prior quote of \$800-\$2500. Mary will need to check with Lake Links if multiple bids are needed vs what bid process we need to follow per city recommendations.
- d. Exercise Stations- it is unclear if there is room on the easements as they are used for dock removal, etc. Mary will check to see if this is a possible covered expense. Discussed potential issues with neighbors if the exercise stations would be placed at an easement and lack of space at Tighe Schmidt. Prices on equipment widely varies (\$12K-\$45K and installation \$8K-\$13K). There is a question if lighting is needed.

Reviewed spreadsheet and removed items that are not eligible for Lake Links funding.

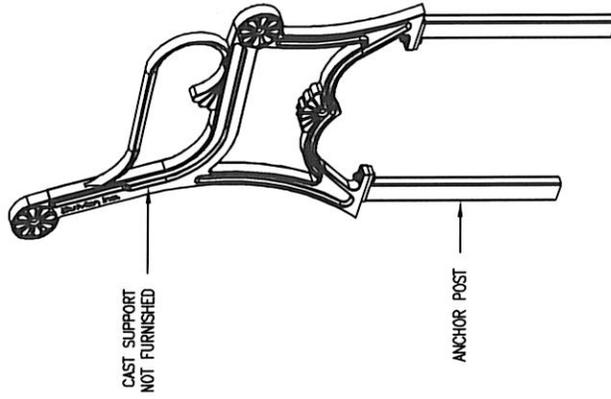
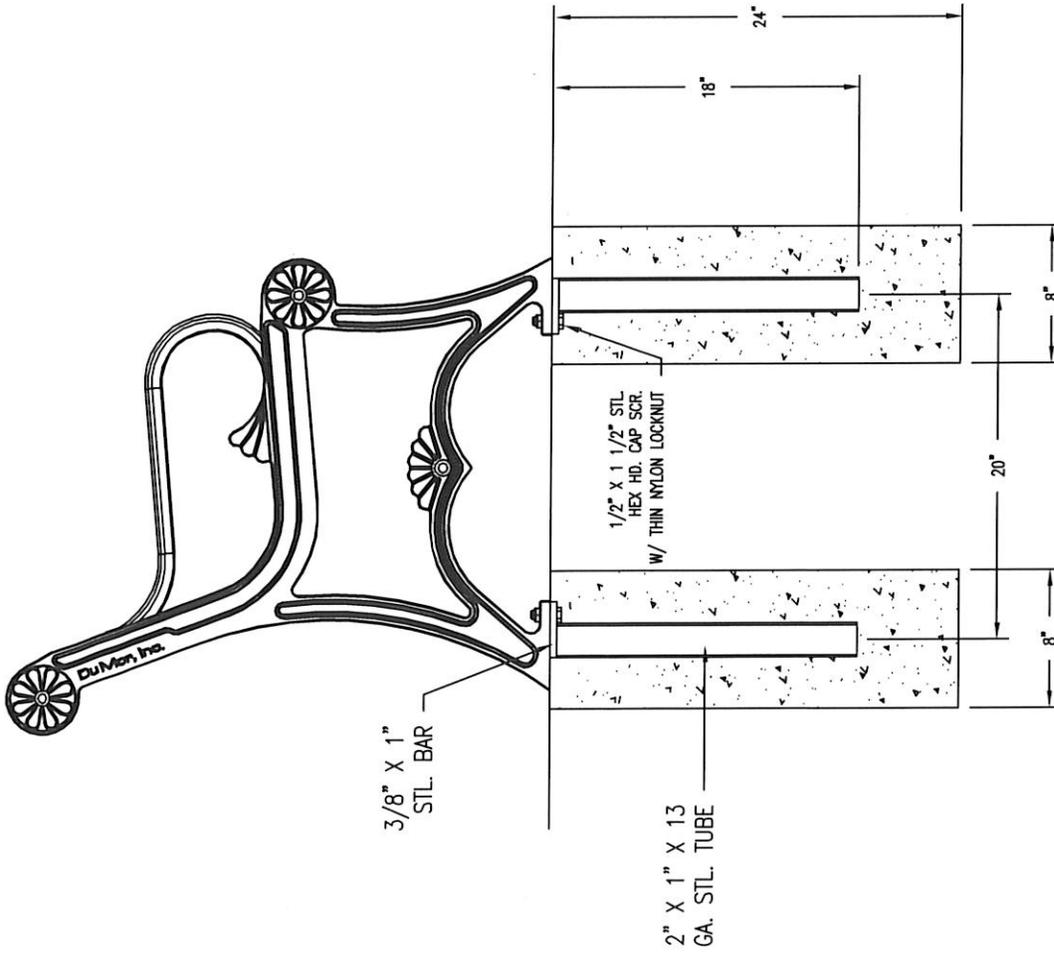
Next Steps:

The committee agreed that we are not ready for a presentation to the city council. Mary, Bridgit and Jessy will meet with Therese and Scott about what they need prior to the city council presentation; this meeting will likely occur in late June.

The new goal is to try and present to the city council at the August 12th meeting. We will aim to ensure that we optimize the utilization of available funding without spending over the grant allotment. The “wish” list needs to be prioritized.

The committee will meet again on Thursday, July 17. We will reserve an additional meeting date of August 5th, if needed.

Respectfully submitted by Jane Wernet



NOTES

- 1.) ALL STL. MEMBERS COATED W/ ZINC RICH EPOXY THEN POLYESTER POWDER COATED.(BLACK)
- 2.) DRAWING FOR ONE ANCHOR POST & HARDWARE ONLY.

DATE DRAWN : 07/6/99

DRAWN BY : HD

DATE REV. : 1/28/04

REV. BY : CDC

REV. C

DRAWING NUMBER 63-471/58 SERIES

SHEET 1 OF 2



ANCHOR POST



Flagship Recreation
 11123 Upper 33rd Street North
 Lake Elmo, MN 55042

763.550.7860 : info@flagshipplay.com

Quote

Date 7/2/2025

Quote # 25393

Project

Terms

Drawing #

Bill To

CITY OF BIRCHWOOD VILLAGE
 207 Birchwood Ave
 White Bear Lake, MN 55110
 wingfield.mary@gmail.com

Ship To

CITY OF BIRCHWOOD VILLAGE
 207 Birchwood Ave
 White Bear Lake, MN 55110

We are pleased to submit the proposal to supply the following items:

Qty	Item	Description	Price	Total
3	58-60	6FT BENCH WITH BACK - FOREST GREEN	1,596.00	4,788.00T
3	DuMor	INGROUND MOUNT FOOTER	140.00	420.00T
1	DUMOR FRE...	Delivery to site, items are delivered unassembled and on pallets. Customer responsible for unloading and installation.	719.00	719.00T
4	58-60	6FT BENCH WITH BACK - FOREST GREEN	1,596.00	6,384.00T
4	DuMor	INGROUND MOUNT FOOTER	140.00	560.00T
1	DUMOR FRE...	Delivery to site, items are delivered unassembled and on pallets. Customer responsible for unloading and installation. 76215996425A	928.00	928.00T

Subtotal \$13,799.00

Sales Tax (0.0%) \$0.00

Total \$13,799.00

Please remit payment to:
 Flagship Recreation
 11123 Upper 33rd Street North
 Lake Elmo Mn 55042

Signature _____

Prices are good for 30 days.